

Privacy Notice

Network Contacts & Training

Who we are

Rural Action Derbyshire takes your privacy seriously. If you have any questions regarding your personal data we can be contacted by:

Telephone on: 01629 592970

Email at: info@ruralactionderbyshire.org.uk

Writing to: Rural Action Derbyshire, Town Hall, Bank Road, Matlock, Derbyshire DE4 3NN

Please note that the most up to date version of this privacy notice can be found on our website at www.ruralactionderbyshire.org.uk/Pages/Category/personal-data or provided in hard copy on request. If we make any material changes to the way we use your personal data we will contact you by email to advise you of this or where necessary request your consent.

Our agents

We use a range of platforms (Microsoft Cloud Services, Constant Contact, Mailchimp) to store personal information (your email address and also, where you have provided the following; your name, phone number, organisation and job role) to help deliver our services to you

You may pay for training courses online via our website using our agent Stripe, an online payments platform. They can be contacted regarding personal data at privacy@stripe.com

The personal data we hold and what we do with it

We store your email address and also, where you have provided the following; your name, phone number, organisation and job role in order to contact you about information and services that may be of interest to you as a Digital Support Derbyshire contact.

If you book training, we store your name, email address and telephone number in order to contact you with reminders about or changes to the training you have booked.

We store any special requirements you have stated in order to meet your needs on the course. We also store your name, email address, address and telephone number to provide you with information following the course and to request feedback about the training.

Our lawful basis for processing your personal data

Our lawful basis for our processing of your personal data as a Digital Support Derbyshire, contact is legitimate interests

Where payment is made for the training booked the lawful basis for this processing is contractual.

Where the training is free to you the lawful basis for this processing is legitimate interests.

Our legitimate interests for processing your personal data

To contact you about information and services that may be of interest to you as a Digital Support Derbyshire contact.

Where training has been booked and it is free to you, our legitimate interests for processing your personal data are:

- Keeping you informed about any free course you are attending
- Providing information about the course afterwards and requesting feedback

Data sharing

We will not share your personal information with other organisations, except if you have booked training which is being delivered by a third party. In this case it will be shared with the training organiser. This would usually be, but is not limited to, the Cyber Crime Unit at Derbyshire Police, so that they can contact you with the course details.

This data is kept securely.

Data transfers

We do not transfer your personal data to any third parties or international organisations. However, your email address is stored on Microsoft 365, Constant Contact and Mailchimp. Please refer to Microsoft's Privacy Statement <https://privacy.microsoft.com/en-gb/privacystatement>, Constant Contact's privacy statement at <https://www.constantcontact.com/uk/legal/privacy-statement> and Mailchimp's Privacy Statement <https://www.intuit.com/privacy/statement> for more details.

Data retention

We will store your name, email address, address and telephone number for 1 year after the end of the DSD project.

Your rights in respect of your personal data

You have the right to access your personal data, as held by us, by making a request using the contact details above. You also have the right to have your personal details held by us amended at any time during the data retention period on request by contacting us as shown above.

You may request us to delete your details after completion of a training event.

You have an absolute right to stop your data being used for direct marketing from us by contacting us as shown above.

You have the right to object to the processing of your personal data because we are relying on legitimate interests as the lawful basis for processing. However you must give specific reasons why you are objecting to this processing of your data and these reasons should be based upon your particular situation. Please be aware that without the ability to process your personal data as described in this notice we may be unable to provide you with information that may be of interest to you as a Digital Support Derbyshire contact, including training.